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## 2. Professional Typing Course and Agency Testing for Clericals

25X1

[ ] announced that the typing course for professional personnel will be offered again on 24 September through 16 November from 7:30 a.m. to 8:15 a.m., daily, for eight weeks. Deadline date for registration for the typing course is 17 September. The course will be given in Quarters I, Room 2702, Wing H, second floor. [ ] will be the instructor. 25X1

The Clerical Refresher courses will resume again in September. The required pretesting for these courses will be given on September 6th. However, if a clerical employee is unable to take the necessary pretesting on this date, arrangements may be made with [ ] to give the testing during the last week in August. 25X1

Agency testing for clericals is now being done by the Clerical Refresher Staff in Alcott Hall every second Tuesday. The next Agency testing will be given on 28 August. [ ] may be contacted for further information. 25X1

## 3. Effective Speaking Course and Effective Writing Course

25X1

[ ] of the Intelligence School announced that there will be two courses offered in September on Effective Writing. The first course will be offered from 25 September to 27 November (each Tuesday) and the second from 27 September to 6 December (each Thursday), from 8:45 to 10:45. [ ] will be the instructor and each class will be limited to 20. Closing date for registration is 31 August. 25X1

The Effective Speaking course will be offered from 10 September to 17 October for two hours each Monday and Wednesday. This class is designed for those intelligence officers and others who have a responsibility for oral briefings or presentations of intelligence information. The course covers the basic elements of public speaking and provides students with practice in the classroom. 25X1

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